



## Keyboard Shortcuts

You can use your keyboard (and mouse) to quickly accomplish many tasks in Pages. To find the shortcuts for common commands, look in the menus (or see the menu shortcuts below). To complete an action, press the shortcut keys indicated below.

### Formatting text

|  |   |
|--|---|
| Show Font panel                                  | Command-T   |
| Show styles drawer                               | Shift-Command-T   |
| Apply a paragraph, character, or list style      | F1 through F8, if you've assigned them in the Styles drawer |
| Bold   | Command-B   |
| Italic   | Command-I   |
| Underline  | Command-U   |
| Delete previous character or selection           | Delete  |
| Delete the next character or selection           | Del (not available on all keyboards)                        |
| Make font size bigger                            | Command-plus sign (+), command-equal sign (=)               |
| Make font size smaller                           | Command-minus sign (-)                                      |
| Make text superscript                            | Control-Command-plus sign (+)                               |
| Make text subscript                              | Control-Command-minus sign (-)                              |
| Align text flush left                            | Command-{   |
| Center text                                      | Command-  |
| Align text flush right                           | Command-}   |
| Align text flush left and flush right (justify)  | Option-Command-   |
| Decrease list indent level                       | Command-[   |
| Increase list indent level                       | Command-] or press Tab                                      |
| Edit hyperlink text without disabling hyperlinks | Arrow keys into hyperlink text                              |
| Cut  | Command-X   |
| Copy   | Command-C   |
| Copy paragraph style                             | Option-Command-C  |
| Copy character style                             | Option-Shift-Command-C                                      |
| Paste  | Command-V   |
| Paste character or paragraph style               | Option-Command-V  |
| Paste and match style of destination text        | Option-Shift-Command-V                                      |
| Insert nonbreaking space                         | Option-Space bar  |
| Insert line break (soft return)                  | Shift-Return  |
| Insert page break                                | Command-Enter   |
| Insert paragraph break                           | Return  |